

Gilmore Car Museum is taking applications for the open position described below. Send resume to Lmaupin@gilmorecarmuseum.org by **January 15, 2016. No telephone calls please.**

Position: Lead Maintenance/Operations Worker

Primary purpose: Provides maintenance and operations expertise and support for Gilmore Car Museum grounds and activities. Incumbent is certified to transport assets and other items for the Museum. Also provides leadership in the absence of the Sr. Operations Director.

Dimensions: Reports directly to Sr. Operations Director and has routine interaction with other Gilmore Car Museum staff.

Scope:

- The Gilmore Car Museum has 26+ buildings and 90+ acres
- The Gilmore Car Collection exceeds 400 vehicles
- Annual museum membership exceeds 1000
- Total employees range between 20 and 50
- Total volunteers exceeds 140

Work environment: Environment is non-conventional and ever-changing work environment, ranging from outdoors to conventional office setting at Gilmore Car Museum. Extended hours during heavy workload seasons is a requirement of this hourly role. The following examples are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. While performing the responsibilities of the job, the employee is required to safely operate equipment such as work trucks, tractors, snow plows, etc. The employee is required to stand, walk, reach with arms and hands, climb or balance (such as on ladders), and to stoop, kneel, or crouch. Vision abilities required by this job include close vision. While performing the duties of this job, the employee is exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually moderate to loud. Heavy lifting is a requirement of this role. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions. Gilmore Car Museum is an at will employer.

Typical Duties:

1. Maintains buildings, grounds and equipment.
2. Sets up for events, displays and exhibits.
3. Transports assets for the Gilmore Car Museum.
4. Sets up and works car shows as assigned. Sets up displays, rooms and tents for events.
5. Works overtime and assists with emergencies as required by management.

6. Special projects and other duties as assigned.

Skill and Experience: Ability to clearly and professionally communicate both written and verbally and to follow oral and written instruction is required. Incumbent must be willing and able to lead and work with others. Experience in plumbing, heating & cooling, electrical, building techniques, welding, mechanics, and good trouble shooting skills is required. Must be able to maintain grounds and buildings as well as read blue prints. Incumbent must possess a current Michigan Driver's License and a CDL (A or B) License. Incumbent must be able to work overtime or weekends as needed. Non-profit background is considered a plus but not required.

Education: A degree in business, management or construction trades is preferred.

About the Museum: The Gilmore Car Museum began in 1963 as the hobby of Donald S. Gilmore when his wife, Genevieve, gave him an antique car for his birthday —a 1920 Pierce-Arrow “project car.” With the help of some friends, the auto was placed under a tent and a full restoration followed. The hobby soon grew into a collection of over 30 automobiles. Mr. Gilmore purchased 90 acres of farm property and had several historic buildings dismantled piece by piece and moved to the site. It was Mr. Gilmore's wife who suggested the idea of turning the collection into a museum where future generations could enjoy the restored cars for years to come. The Gilmores established a non-profit foundation, and opened the museum to the public for the first time on Sunday, July 31, 1966. Donald Gilmore passed away in 1979, and Mrs. Gilmore in 1990, but the legacy they began continues to grow. The Museum is a founding member of the National Association of Automobile Museums, a member of the World Forum of Motor Museums, the Michigan Association of Museums, and the American Association of Museums. The Mission of the Gilmore Car Museum is to collect, preserve, exhibit and interpret the history and heritage of the American automobile and associated memorabilia. The Gilmore Car Museum is a public, 501(c) 3 non-profit educational institution and is an Equal Employment Opportunity institution.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.